Approved For Release 2000/08/27 : CIA-RDP78-02990A000100020044-2

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

NOTICE
NO. 24-61

29 November 1961

SUBJECT: Office of Training Social Gathering

1. A social gathering of OTR personnel will be held in the R&S Building Auditorium 20 December 1961 from 1600 to 1900 hours. Inasmuch as the outgoing DCI will arrive at approximately 1600 hours all persons are requested to be in the Auditorium by that time.

2. Those who plan to attend are requested to contribute according to the following scale to defray expenses:

GS 1 thru 6	$ .75
GS-7 thru 10	1.00
GS-11 thru 13	1.50
GS-14 and above	2.25

Contributions should be turned in to appropriate Time and Attendance clerks who in turn will forward the money to [redacted] 25X1A
Room 130 [redacted] Deadline for contributions is 11 December 1961. 25X1A

[redacted] 25X1A

MATTHEW BAIRD
Director of Training

Distribution:
OTR - Key 1D

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